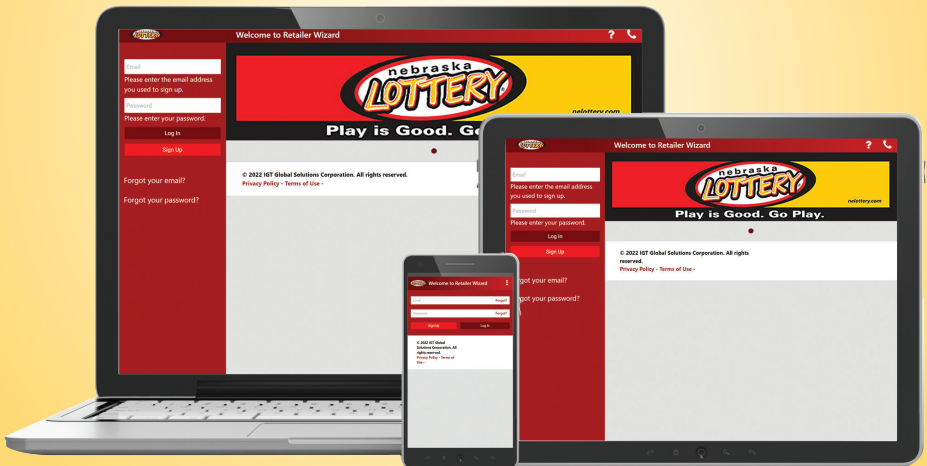


Nebraska Lottery Retailer Wizard



INDEPENDENT RETAILER QUICK REFERENCE GUIDE

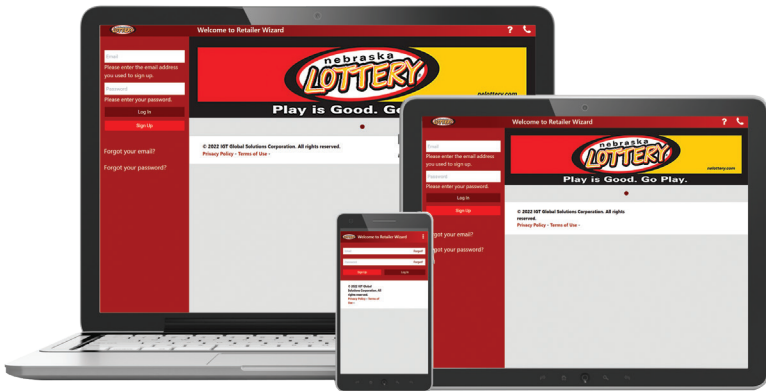


Benefits

Retailer Wizard is the Nebraska Lottery's one-stop-shop for managing your lottery business. This all-new, user-friendly website provides access to important Lottery reports and information via desktop, laptop, tablet, or smartphone. Manage and grow your lottery business – whenever and from wherever you choose!

RETAILER WIZARD INCLUDES:

- Stay informed of your sales, commissions, and trends at your location(s).
- Know exactly how much money is due on the next sweep (EFT Amount).
- Receive alerts about issues occurring in your location that may be affecting your sales.
- Easily spread the good news about high jackpots and winners in your location.
- Access detailed reports on your lottery business at any time without being tied to your lottery terminal.
- And much, much more!



TO ACCESS RETAILER WIZARD
from your browser, navigate to:

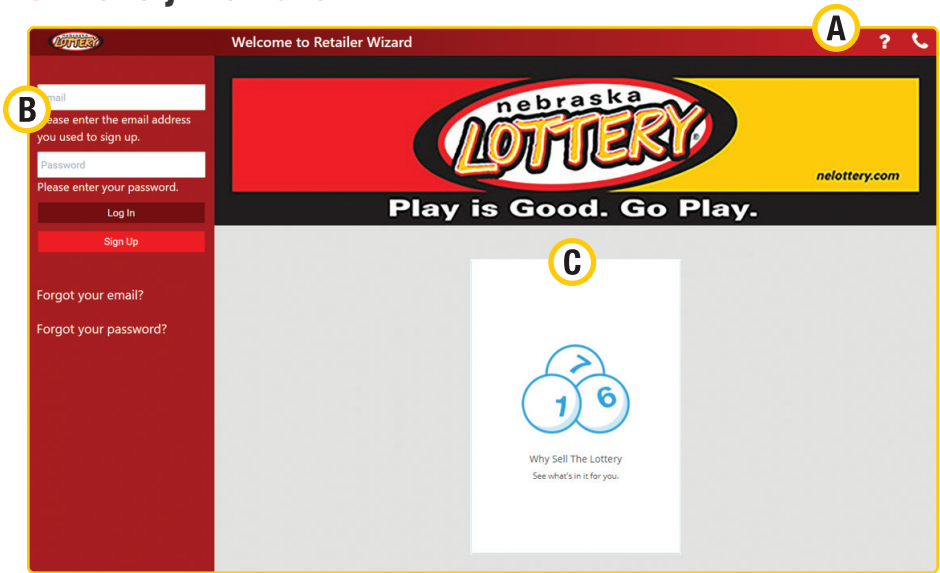
<https://ne.lotteryservices.com/RetailerWizard>

Home Page

A Top Menu Navigation

B Login / Sign Up

C Lottery Information



TOP MENU NAVIGATION: PRIOR TO LOGGING IN



A Frequently Asked Questions (FAQ)

B Contact Us

TOP MENU NAVIGATION: AFTER LOGGING IN



A Main Menu

C FAQ

E Settings

B Messages

D Contact Us

Via the Settings icon:

- Change personal information (My Account)
- Logout from Retailer Wizard

Home Page

SIGNING UP

To Sign Up for a Retailer Wizard Account, from your browser go to:

NE.LOTTERYSERVICES.COM/RETAILERWIZARD

Click **Sign Up**. The Sign Up for Retailer Wizard dialogue box will display.

Enter your Retailer Number, then click **Submit**.

Once the Retailer Number has been submitted, the following registration screen will display. Enter all of the required information to sign up for an account, and then click **Submit**. **YOU WILL RECEIVE A VERIFICATION EMAIL THAT WILL ALLOW YOU TO ACTIVATE YOUR ACCOUNT.**

Sign Up for Retailer Wizard

To sign up, you will first need to enter your Retailer Number, which can be found on any terminal report, or your Chain ID. If your business does not currently sell Lottery products, you may sign up as a prospective retailer instead. If you have any questions, please contact us. If you are the owner of multiple lottery locations, you will have the opportunity to add additional stores after registration.
** Indicates a required field*

Retailer Number / Chain ID *

100100

Personal Information

First Name* Last Name*

Email Address (You will use this to login)* Confirm Email Address*

Teller ID* Clerk Passcode *

Mobile Phone

Business Phone

Security Information
Password must include 8 characters as minimum and a maximum of 32, at least one capital letter, one number and one special character.

Set Password* Confirm Password*

Security Question 1* Answer to Security Question 1*

Security Question 2* Answer to Security Question 2*

I'm not a robot reCAPTCHA Privacy - Terms I agree to the Terms of Use*

NOTE:

Only store owners can create the initial Primary Account. After registering, the Primary User can then create an unlimited number of Secondary Users through the Manage User feature.

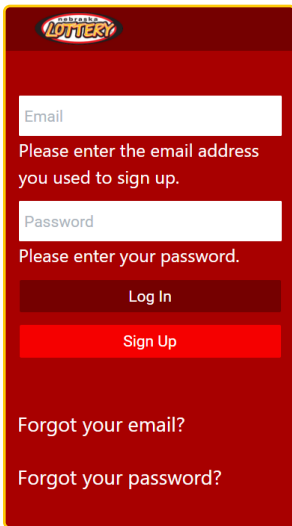
Home Page

LOGGING IN

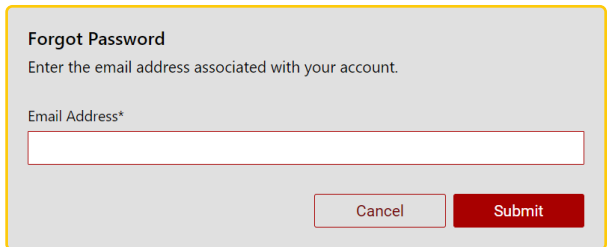
- From your browser, go to: **NE.LOTTERYSERVICES.COM/RETAILERWIZARD.**
- Simply enter the Email address you used to sign up, and the Password and the password you selected during sign up, then click **Log In.**

FORGOT PASSWORD

Click **Forgot Password**, and the Forgot Password dialogue box displays. Enter your Email Address, then click **Submit**. You will be presented with a security question you answered when you signed up. Once you correctly answer the security question, a temporary password will be emailed to you. After you log in with the temporary password, you will need to reset your password to access your account.



The screenshot shows the NE Lottery Retailer Wizard login page. At the top left is the NE Lottery logo. Below it are two input fields: "Email" and "Password". Under the "Email" field is the text "Please enter the email address you used to sign up." Under the "Password" field is the text "Please enter your password." Below these fields are two buttons: "Log In" (dark red) and "Sign Up" (red). At the bottom of the page are two links: "Forgot your email?" and "Forgot your password?"



The screenshot shows the "Forgot Password" dialog box. The title is "Forgot Password". Below the title is the instruction "Enter the email address associated with your account." There is an input field labeled "Email Address*" with a red border. At the bottom right of the dialog box are two buttons: "Cancel" (light gray) and "Submit" (dark red).

Main Menu



MENU OPTIONS INCLUDE:

- **Summary Dashboard**
- **Scratch Dashboard**
- **Reports**
- **Documents Library**
- **Manage Users**
- **Training**

A screenshot of a mobile application's main menu overlay. The overlay has a dark red background and a thin yellow border. At the top left is a white 'X' icon for closing the menu. At the top right is the Nebraska Lottery logo. Below the logo, the following text is displayed: 'Displaying data for MARTY'S MINI MART', '1234 MAIN ST', 'LINCOLN, NE 68528', and 'Retailer No. 123456'. A list of menu items follows, each with a white icon and text: 'Summary Dashboard' (dashboard icon), 'Scratch Dashboard' (calendar icon), 'Reports' (bar chart icon), 'Documents Library' (document icon), 'Manage Users' (group of people icon), and 'Training' (graduation cap icon).

Summary Dashboard

The Summary Dashboard displays all of the critical information needed to manage and grow Lottery sales at a glance.

SUMMARY DASHBOARD WIDGETS:

Lottery Announcements, Earnings, Net Sales, Alerts, EFT Amount, You Sold Big Winners!, Prizes Paid, Jackpots & Next Draws, and Your Lottery Representatives.

- A NEVER MISS A BEAT:** Lottery Announcements display marketing news and important lottery information on your dashboard.
- B DRIVE YOUR SALES:** Actionable Alerts help combat Out-of-Stocks, ensure hot new games are on display, and more!
- C SEE WHAT YOU'RE MAKING:** Earnings, Sales Data, and Trends at your fingertips.
- D PROMOTE YOUR LOTTERY BUSINESS:** Three ways to expand Winner & Jackpot Awareness, all including ability to share the good news by printing and posting in your store.
- E WHAT YOU OWE:** Instant access to your EFT amount, sweep date, and settlement details.

The dashboard interface includes a top navigation bar with a menu icon, the title "Summary Dashboard", and user information "Retailer User" with a help icon, a phone icon, and a settings icon. A left sidebar contains navigation icons for Home, Reports, Alerts, Announcements, Earnings, Net Sales, EFT Amount, and You Sold Big Winners!. The main content area is divided into several widgets:

- Widget A: Lottery Announcements** - Shows a placeholder for announcements with a ticket icon and the text "You have no announcements at this time."
- Widget B: Alerts (1)** - Shows one alert: "Unconfirmed Order(s) You have unconfirmed Orders. Details..."
- Widget C: Earnings** - Displays "Earnings History" with a table for Week to Date Total Earnings: WTD: \$62.97, MTD: (blank), QTD: (blank), YTD: (blank). A trend indicator shows a 1,318.24% increase. Below it, "Net Sales" shows a table for Week to Date Net Sales: WTD: \$1,218, MTD: (blank), QTD: (blank), YTD: (blank). A trend indicator shows a 1,591.67% increase.
- Widget D: You Sold Big Winners!** - Lists winners with game logos, prize amounts, and dates: Nebraska PICK5 \$900 (Oct 1, 2022), \$500 (Sep 21, 2022), and pick3 \$600 (Sep 15, 2022). Each entry has a "Share" button.
- Jackpots & Next Draws** - Lists upcoming jackpots: POWERBALL \$180,000,000 (11/15/2021), PICK5 \$100,000 (11/15/2021), and MEGA MILLIONS \$63,000,000 (11/16/2021). Each entry has a "Share" button.
- Widget E: EFT Amount** - Shows "Invoice Details" with a total EFT amount of \$1,277.40 due by Wednesday, Nov 17, 2021.

Scratch Dashboard

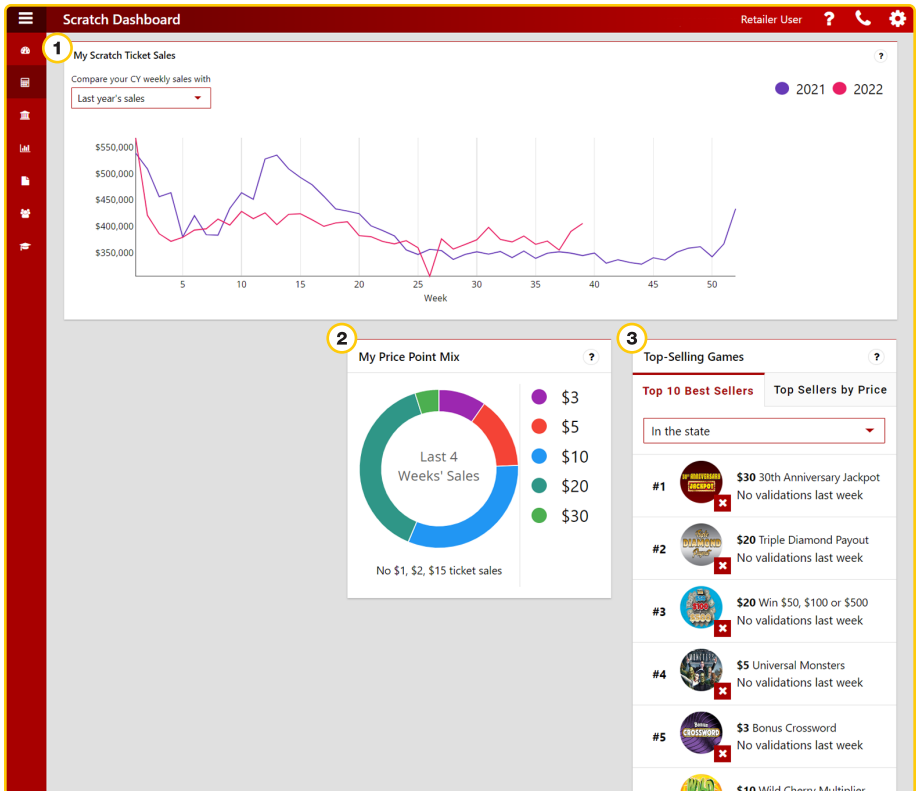
The Scratch Dashboard displays information about your Scratch sales, inventory, and settlements. Widgets on the Dashboard include detailed reports as of the previous business day.

SCRATCH DASHBOARD WIDGETS:

My Scratch Ticket Sales, View and Manage Inventory, Current Liability, Projected Settlements, My Price Point Mix, Top-Selling Games, New Games, and My Slow-Moving Games.

EVERYTHING YOU NEED TO DRIVE YOUR SCRATCH TICKET SALES!

- 1 Track your sales trends.
- 2 Analyze your price point mix for ways to drive additional sales.
- 3 Identify your top-selling games and ensure you are carrying the newest and best-selling games.



Reports

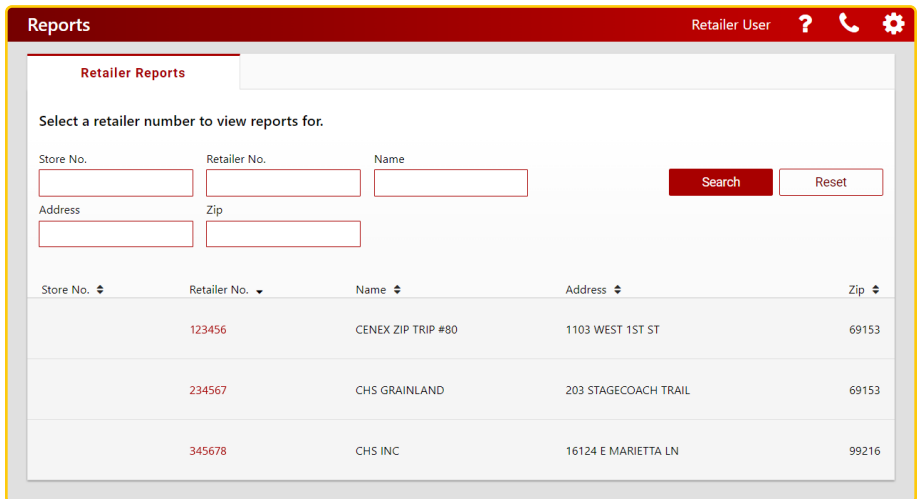
Click **Reports** on the Main Menu to display the Reports section. All reports are automatically posted by date.

Select the desired report by going to the Search Options section, and selecting the report's **Name, From Date, To Date,** and **Category**. Click **Reset** to start search again.

Click the desired report name. Reports can be downloaded in the following formats: .pdf, .csv, and .xlsx (Excel). The Invoice Details report is also available in .xml format for integration with accounting software.

NOTE:

When viewing dashboard reports in Excel, click **Enable Editing** to show totals.



Reports Retailer User ? ☎ ⚙

Retailer Reports

Select a retailer number to view reports for.

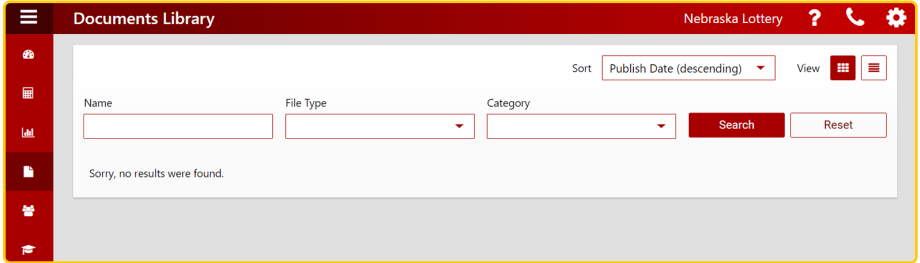
Store No. Retailer No. Name

Address Zip

Store No. ⚙	Retailer No. ⚙	Name ⚙	Address ⚙	Zip ⚙
	123456	CENEX ZIP TRIP #80	1103 WEST 1ST ST	69153
	234567	CHS GRAINLAND	203 STAGECOACH TRAIL	69153
	345678	CHS INC	16124 E MARIETTA LN	99216

Documents Library

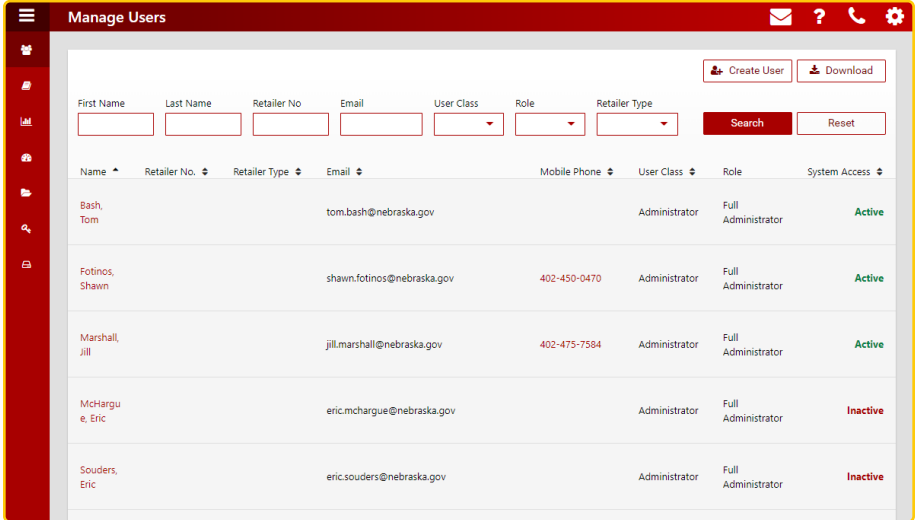
Click **Documents Library** on the Main Menu to display documents and files, including images, audio, and video—you can choose to view by grid (icons) or by table (file names). You can download information such as planograms, retailer newsletters, and new game releases. Choose which type of documents to view under the search section; enter a **Name**; choose a **File Type**; choose a **Category** to view; and click **Reset** to start over. Click the name of the document to download.



Manage Users (Primary Users only)

If you are the Primary User for your store, you can perform functions like adding new users to your account and managing existing users.

Click **Manage Users** on the Main Menu to **Create User**, or to suspend or delete Users from Retailer Wizard. You can also update Account Details or Update Account Status for each User. First click **User Name** and then update each field or select an option from the drop-down menus.



The screenshot displays the 'Manage Users' interface. At the top, there are navigation icons (hamburger menu, mail, help, phone, settings) and two buttons: 'Create User' and 'Download'. Below these are search filters for First Name, Last Name, Retailer No., Email, User Class, Role, and Retailer Type, with 'Search' and 'Reset' buttons. The main area contains a table of users with the following data:

Name	Retailer No.	Retailer Type	Email	Mobile Phone	User Class	Role	System Access
Bash, Tom			tom.bash@nebraska.gov		Administrator	Full Administrator	Active
Fotinos, Shawn			shawn.fotinos@nebraska.gov	402-450-0470	Administrator	Full Administrator	Active
Marshall, Jill			jill.marshall@nebraska.gov	402-475-7584	Administrator	Full Administrator	Active
McHargue, Eric			eric.mchargue@nebraska.gov		Administrator	Full Administrator	Inactive
Souders, Eric			eric.souders@nebraska.gov		Administrator	Full Administrator	Inactive

Training

Click **Training** on the Main Menu to display the Learner Center in a new browser window, where you can access the **Lottery Learning Link** website.

The screenshot shows the Nebraska Lottery Learning Wizard interface. At the top left is the Nebraska Lottery logo. To the right of the logo is a navigation menu with the following items: HOME, MY COURSES, CALENDAR, TRANSCRIPT, and WAIT LIST. In the top right corner, there is a language selector set to "English" and a settings gear icon. The main content area is split into two sections: a yellow section on the left and a red section on the right. The yellow section features the text "Learning Wizard" in a large, white, sans-serif font, with the Nebraska Lottery logo to its right. Below the text are icons for a laptop, a desktop monitor, a tablet, and a smartphone. The red section contains two dark gray buttons with white text and icons. The top button is labeled "MY COURSES" with a document icon and the subtitle "Courses you are enrolled in". The bottom button is labeled "TRANSCRIPT" with a document icon and the subtitle "Summary of your courses". Below the main content area is a section titled "Last Course Accessed" in a dark gray box. Below this title is a white box containing a message: "Welcome to your Learner Center. Your most recently accessed course will be displayed here until complete." At the bottom center of the page, there is a "Contact Support" link.



LOTTERY INFORMATION

PHONE NUMBERS

LOTTERY TERMINAL HOTLINE:

800-560-2919 (24 hours a day, seven days a week)

ORDERING SCRATCH TICKETS:

877-651-6296 or 402-434-1945 (8AM to 4:30PM, CT, M-F)

NEBRASKA LOTTERY OFFICE/ACCOUNTING ASSISTANCE:

800-587-5200 or in Lincoln: 402-471-6100 (8AM to 5PM, CT, M-F)

OTHER PHONE NUMBERS

PLAYER'S HOTLINE:

800-224-LUCK (5825) or in Lincoln: 402-471-6139

NEBRASKA LOTTERY WEBSITE: NELOTTERY.COM